



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

August 19, 2008

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS:
BALDWIN PARK AND CARSON/GARDENA ANIMAL SHELTERS
SPAY/NEUTER CLINIC PROJECTS
SPECS. 6932 AND 6933; C.P.S 77539 AND 77538
ESTABLISH CAPITAL PROJECTS
APPROVE PROJECT BUDGETS AND APPROPRIATION ADJUSTMENT
AWARD AGREEMENT
(FIRST AND SECOND DISTRICTS) (3 VOTES)**

SUBJECT

Approve and establish capital projects for the Baldwin Park and Carson/Gardena Spay/Neuter Clinics for the Department of Animal Care and Control; approve the project budgets; approve appropriation adjustment; and award a design services agreement.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the Baldwin Park and Carson/Gardena Animal Shelters Spay/Neuter Clinic projects are categorically exempt under the California Environmental Quality Act for the reasons stated in this letter and in the project files.
2. Award and authorize the Acting Director of Public Works or his designee to execute an agreement with Carde Ten Architects to provide design and construction administration services for a \$212,400 not-to-exceed fee for the two spay/neuter clinic projects.

"To Enrich Lives Through Effective And Caring Service"

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Intra-County Correspondence Sent Electronically Only**

3. Approve and establish C.P.s 77539 and 77538 for the Baldwin Park and Carson/Gardena Spay/Neuter Clinic projects and approve a total project budget of \$1,930,000 and \$1,500,000, respectively for each project.
4. Approve appropriation adjustment to transfer \$430,000 from the Extraordinary Maintenance Budget to the Baldwin Park Spay/Neuter Clinic project (C.P. 77539) to fully fund the project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow the Department of Public Works (Public Works) to proceed with design of the new spay/neuter clinics at the Baldwin Park and Carson/Gardena Animal Shelters.

The existing spay/neuter clinics at the Baldwin Park and Carson/Gardena Animal Shelters are heavily used to meet the increasing demands of their service areas. The condition of the clinics has deteriorated from heavy usage, and no significant upgrades or improvements have been made to the clinics since they originally opened. The proposed projects include removal and replacement of the spay/neuter clinics to meet current code requirements and to provide improved and more efficient animal care services. Also, for the Baldwin Park project, the County will contract with the local water purveyor, Valley County Water District, to install a new 8-inch diameter water main along North Elton Street from Ramona Avenue to the frontage of the animal shelter site to provide a new public fire hydrant for the facility as required by the Fire Department. In addition, the Department of Animal Care and Control will be purchasing a mobile spay/neuter clinic to provide services at the Baldwin Park Animal Shelter during construction.

Due to the limited scope of work and budget, the reconstruction of the spay/neuter clinics is being combined under one design agreement and will be bid as a single construction contract to make the improvements economically feasible.

Sustainable Design Program

In accordance with your Board's Sustainable Design Program, Public Works will work with Carde Ten Architects during the design phase to evaluate water and energy conservation approaches and to incorporate other sustainable design features as part of the projects.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provision of Service Excellence (Goal 1), Organizational Effectiveness (Goal 3), and Fiscal Responsibility (Goal 4) by investing in public infrastructure that will improve animal care and control services.

FISCAL IMPACT/FINANCING

The recommended agreement with Carde Ten Architects for the two spay/neuter clinics is for a \$212,400 not-to-exceed amount. Sufficient appropriation is available in the Fiscal Year 2008-09 Capital Project Budget (C.P.s 77539 and 77538) to award this agreement.

The total project cost, including plans and specifications, plan check, construction, consultant services, miscellaneous expenditures, and County services, is estimated at \$1,930,000 and \$1,500,000 for the Baldwin Park and Carson/Gardena spay/neuter clinics, respectively. Approval of the attached appropriation adjustment (Attachment B) will transfer \$430,000 to C.P. 77539 from the Extraordinary Maintenance Budget to fully fund the projects. The Project Schedule and Budget Summaries for the spay/neuter clinics are included in Attachment A.

The Fiscal Year 2008-09 Capital Project Budget currently includes \$1,500,000 in net County cost for each of the spay/neuter clinic projects. An additional \$430,000 in net County cost will be allocated to the Baldwin Park spay/neuter clinic as part of this action to fund the installation of the new water main (\$200,000) and procurement of the mobile spay/neuter clinic (\$230,000).

Pursuant to your Board's Civic Arts Policy, adopted December 7, 2004, the project budgets for the spay/neuter clinics include one percent of design and construction costs to be allocated to the Civic Art Fund.

Although the design and construction of the two spay/neuter clinics are being combined to achieve economies of scale, the associated costs for each animal shelter facility will be accounted for separately.

Operating Budget Impact

Following completion of the spay/neuter clinic projects, the Department of Animal Care and Control (Animal Care and Control) will work with the Chief Executive Office to determine the appropriate level of associated maintenance and operation cost increases and will request funding as required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The agreement will be in the form previously reviewed and approved as to form by County Counsel. The recommended contract was solicited on a competitive basis and is in accordance with applicable requirements.

The contract will contain terms and conditions supporting your Board's ordinances, policies, and programs, including but not limited to: County's Greater Avenues for Independence and General Relief Opportunities for Work Programs (GAIN/GROW),

Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; and the standard Board-directed clauses that provide for contract termination or renegotiation.

Data regarding Carde Ten Architect's minority participation is on file with Public Works. The consultant was selected upon final analysis and consideration without regard to race, creed, gender, or color.

Pursuant to your Board's Civic Art Policy, adopted December 7, 2004, the project budgets for the spay/neuter clinics include one percent of design and construction costs to be allocated to the Civic Art Fund.

ENVIRONMENTAL DOCUMENTATION

The proposed spay/neuter clinic projects are categorically exempt under the California Environmental Quality Act (CEQA) guidelines in accordance with Article 19, Sections 15301 (l), 15302, and 15303(d), and the revised County of Los Angeles Environmental Procedures and Guidelines, Classes 1(h), 2(a), 3(a), and 3(c) adopted by your Board on November 17, 1987, because the work will involve replacement or reconstruction of existing animal care facilities with new facilities of substantially the same size, purpose, and capacity.

CONTRACTING PROCESS

On January 17, 2008, Public Works issued a Request for Proposal to 10 firms recommended by the Architectural Evaluation Board to provide design services for animal shelter projects. Three firms submitted proposals, which were evaluated by a panel of members from Public Works and Animal Care and Control based upon technical expertise, proposed work plan, experience, personnel qualifications, and understanding of the work requirements. Carde Ten Architects was selected as the best qualified firm to provide the recommended design services for the animal shelter projects.

Carde Ten Architects has agreed to provide design services for the two spay/neuter clinics for a \$212,400 not-to-exceed fee. This fee includes design, construction administration, and additional/reimbursable services authorized by the County. The construction administration portion of the fee proposed by Carde Ten Architects is applicable to services during construction and will be billed only during construction.

The fee for additional/reimbursable services will only be used if additional work is requested and approved by Public Works. The negotiated fee is based on the County's architectural/engineering fee schedule approved by your Board on August 21, 1990, and is considered reasonable for the scope of work.

Carde Ten Architects' current fee schedule, Community Business Enterprise participation data, and three-year contracting history with the County are on file with Public Works.

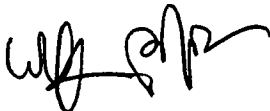
IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will have no impact on current County services or projects. The animal shelter facilities will remain operational during reconstruction of the spay/neuter clinics. The existing clinic at the Carson/Gardena Animal Shelter will remain open during construction of the new clinic at a revised location within the existing animal shelter site. At the Baldwin Park Animal Shelter, the spay and neutering services will be provided by a mobile clinic to be located within the existing animal shelter premises during construction.

CONCLUSION

Please return an adopted, stamped copy of this letter to the Chief Executive Office (Capital Projects Division), Animal Care and Control, and Public Works (Project Management Division I).

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:DDE:DL
JSE:DJT:DL:zu

Attachments (2)

c: County Counsel
Civic Arts Commission
Department of Animal Care and Control
Department of Public Social Services (GAIN/GROW Program)
Department of Public Works

August 19, 2008

ATTACHMENT A

**DEPARTMENT OF PUBLIC WORKS:
BALDWIN PARK AND CARSON/GARDENA ANIMAL SHELTERS
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I. PROJECT SCHEDULE (Baldwin Park and Carson/Gardena Clinics)

Project Activity	Scheduled Completion Date
Award Design Contract	08/19/08
Execute Design Contract	09/04/08
Construction Documents	03/12/09
Jurisdictional Approvals	05/14/09
Construction Award	08/18/09
Start Construction	09/07/09
Substantial Completion *	06/04/10
Project Acceptance	08/05/10

*Assumes construction of both spay/neuter clinics simultaneously under one construction contract.

August 19, 2008

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Project Activity	Scheduled Completion Date
Award Design Contract	08/19/08
Execute Design Contract	09/04/08
Construction Documents	03/12/09
Jurisdictional Approvals	05/14/09
Construction Award	08/18/09
Start Construction	09/07/09
Substantial Completion *	06/04/10
Project Acceptance	08/05/10

*Assumes construction of both spay/neuter clinics simultaneously under one construction contract.

II. PROJECT BUDGET SUMMARY (Baldwin Park Clinic)

Project Activity	Proposed Budget
Land Acquisition	\$ 0
Construction	
Low Bid Construction Contract	\$ 935,000
Job Order Contract	0
Change Orders	93,500
Departmental Crafts	0
Youth Employment	0
Construction Consultants	0
Equipment (Mobile Spay/Neuter Clinic)	230,000
Telecomm Equip – Affixed to Building	10,000
Civic Arts	10,000
Utility Connection Fees	200,000
Subtotal	\$1,478,500
Programming/Development	\$ 13,000
Plans and Specifications*	\$ 106,200
Consultant Services	
Site Planning	\$ 0
Hazardous Materials	3,000
Geotech/Soils Report and Soils Testing	10,000
Material Testing	25,000
Cost Estimating	2,100
Topographic Surveys	15,000
Construction Management	0
Construction Administration	0
Environmental	0
Move Management	0
Equipment Planning	0
Legal	0
Construction/Change Order	0
Other: Constructability Review	10,000
Subtotal	\$ 65,100
Miscellaneous Expenditures	\$ 5,000
Jurisdictional Review/Plan Check/Permit	\$ 8,000
County Services	
Code Compliance Inspection	\$ 60,803
Quality Control Inspection	0
Design Review	11,265
Design Services	0
Contract Administration	24,481
Project Management	137,094
Project Management Support Services	0
ISD Job Order Contract Management	0
DPW Job Order Contract Management	0
ISD ITS Communications	0
Project Security	0
Project Technical Support	15,557
Office of Affirmative Action	5,000
County Counsel	0
Other:	0
Sheriff Job Order Contract Management	0
Subtotal	\$ 254,200
TOTAL	\$1,930,000

III. PROJECT BUDGET SUMMARY (Carson/Gardena Clinic)

Project Activity	Proposed Budget
Land Acquisition	\$ 0
Construction	
Low Bid Construction Contract	\$ 935,000
Job Order Contract	0
Change Orders	93,500
Departmental Crafts	0
Youth Employment	0
Construction Consultants	0
Misc. Expense	0
Telecomm Equip – Affixed to Building	10,000
Civic Arts	10,000
Subtotal	\$1,048,500
Programming/Development	\$ 13,000
Plans and Specifications*	\$ 106,200
Consultant Services	
Site Planning	\$ 0
Hazardous Materials	3,000
Geotech/Soils Report and Soils Testing	10,000
Material Testing	25,000
Cost Estimating	2,100
Topographic Surveys	15,000
Construction Management	0
Construction Administration	0
Environmental	0
Move Management	0
Equipment Planning	0
Legal	0
Construction/Change Order	0
Other: Constructability Review	10,000
Subtotal	\$ 65,100
Miscellaneous Expenditures	\$ 5,000
Jurisdictional Review/Plan Check/Permit	\$ 8,000
County Services	
Code Compliance Inspection	\$ 60,803
Quality Control Inspection	0
Design Review	11,265
Design Services	0
Contract Administration	24,481
Project Management	137,094
Project Management Support Services	0
ISD Job Order Contract Management	0
DPW Job Order Contract Management	0
ISD ITS Communications	0
Project Security	0
Project Technical Support	15,557
Office of Affirmative Action	5,000
County Counsel	0
Other:	0
Sheriff Job Order Contract Management	0
Subtotal	\$ 254,200
TOTAL	\$1,500,000

* The total A/E contract for the two spay/neuter clinics is for a \$212,400 not-to-exceed amount, including \$106,200 for the Baldwin Park clinic and \$106,200 for the Carson/Gardena clinic.

August 19, 2008

ATTACHMENT B

**DEPARTMENT OF PUBLIC WORKS:
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**APPROPRIATION ADJUSTMENT
(See Attached)**

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF CHIEF EXECUTIVE OFFICE

DEPT'S.
No. 060

AUGUST 12, 2008

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2008-09

3 - VOTES

SOURCES

General Fund - AO1
See Attached

USES

General Fund - AO1
See Attached

JUSTIFICATION

This adjustment is necessary to transfer appropriation to fund the Baldwin Park Spay/Neuter Clinic project (C.P. No. 77539) and the Lancaster Spay/Neuter Clinic project (C.P. No. 77536).

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

CHIEF ADMINISTRATIVE OFFICER'S REPORT

David Jan Takata
David Jan Takata, Senior Manager, CEO

82 AUG 19 2008

Sachi A. Hama
SACHI A. HAMA
EXECUTIVE OFFICER

REFERRED TO THE CHIEF
ADMINISTRATIVE OFFICER FOR —

ACTION

✓ RECOMMENDATION

AUDITOR-CONTROLLER

BY

Karen Shikuma

NO.

021

August 6 20 08

APPROVED AS REQUESTED ✓

AS REVISED

August 7 20 08

John J. Edmunds
CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED):
BOARD OF SUPERVISORS

20

BY

DEPUTY COUNTY CLERK

32 AUG 19, 2008

SEND 6 COPIES TO THE AUDITOR-CONTROLLER

BALDWIN PARK AND CARSON/GARDENA ANIMAL SHELTERS
SPAY/NEUTER CLINIC PROJECTS
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AWARD AGREEMENT
(FIRST AND SECOND DISTRICTS) (3 VOTES)
FY 2008-09

Sources

Uses

✓ Extraordinary Maintenance
A01-CF-2000-12810
✓ Services and Supplies
Decrease Appropriation

✓ 430,000

✓ Animal Care and Control
✓ Baldwin Park Spay/Neuter Clinic
✓ Fixed Assets: Building and Improvements
A01-CP-6014-65023-77539
Increase Appropriation

430,000 ✓

Total 430,000

Total 430,000

BA # 021 Karen Shikuma 8/6/08